



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PSYCHIATRIC SOCIAL WORKER
SENIOR PSYCHIATRIC SOCIAL WORKER

Class No. 005251
Class No. 005250

■ CLASSIFICATION PURPOSE

To perform psychiatric casework and psychotherapy services and provide case consultation concerning patient's status, diagnoses and treatment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Psychiatric Social Worker:

This is the first working level class in the Psychiatric Social Worker series. Under professional and clinical supervision, Psychiatric Social Workers perform progressively more responsible assignments gaining experience needed to obtain a clinical social worker's license (LCSW).

Senior Psychiatric Social Worker:

This is the journey level licensed class in the Psychiatric Social Worker class. Incumbents receive minimal supervision from a program manager and handle difficult caseloads of psychiatric patients.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

The following apply to all classes:

1. Conducts psychosocial interviews.
2. Prepares social case histories.
3. Performs assessments and diagnoses and develops treatment plans.
4. Performs psychotherapy with individuals, families, and groups.
5. Conducts crisis intervention.
6. Participates in case conferences with psychiatrists and clinical psychologists.
7. Interprets and explains to clients and family the social and emotional factors pertaining to mental illness and the methods of alleviating emotional and environmental problems.
8. Makes appropriate referrals.
9. Represents County of San Diego Psychiatric Hospital at certification hearings.
10. Participates on assigned committees and process improvement teams.
11. Submits benefit applications on behalf of patients.
12. Plans for discharge and community placement from in-patient status.
13. Documents case records and makes relevant reports.

14. Consults with community agencies on the identification and management of social and mental health issues.
15. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Psychiatric Social Worker (in addition to the above):

Essential Functions:

1. Makes oral presentations to the general public.
2. Assists in developing, improving and implementing social and mental health programs and projects.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Normal and abnormal emotional growth and development patterns.
- Psychological and behavioral dysfunctions occurring in mental disorder or in social disorganization.
- Human sexuality.
- Treatment modalities.
- State child abuse reporting laws.
- Diagnostic categories and evaluation techniques.
- Behavior patterns related to illicit and prescribed psychotropic drugs and medications.
- Behavior patterns related to common physical illnesses.
- Dynamics of community organization.
- Consultation techniques.
- Cultural and socio-economic issues relevant to providing appropriate mental health services to special population groups.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to all classes:

- Take a complex psychosocial history, make an assessment using current diagnostic procedures, and develop an appropriate treatment plan.
- Maintain records and prepare reports.
- Communicate effectively with clients, patients, family members, other professional staff and the public.
- Provide clinical supervision and training to subordinate staff and students.
- Develop and implement social and mental health projects and programs.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Psychiatric Social Worker (in addition to the above):

- Developing social and mental health programs.
- Prepare and present oral presentations public groups.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Psychiatric Social Worker: A Master's degree from an accredited college or university in social work; AND, 1) a social work graduate study field placement or internship in a mental health setting, OR, 2) one year of professionally supervised experience in a mental health setting after obtaining MSW degree.

Senior Psychiatric Social Worker: A Master's degree from an accredited graduate school of social work AND at least two (2) years of post-graduate, professional experience in a mental health setting.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, walking, and writing with hands. Occasional: standing, bending waist, repetitive use of hands, simple grasping, reaching below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Senior Psychiatric Social Worker candidates must be licensed by the State of California as a clinical social worker (LCSW) (66 Ops. Atty. Gen. 189 (1983).

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Exposure to infectious illnesses; exposure to psychiatric patients whose behavior is unpredictable, and occasionally violent and combative; requires lifting and pushing.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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